

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Payroll Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Payroll Department Name],

I hope this message finds you well. I am writing to inquire about an issue I have noticed regarding my payroll information. My name is [Your Name], and my employee ID is [Employee ID].

Upon reviewing my recent pay stub dated [Pay Stub Date], I observed that [describe the specific correction needed, e.g., incorrect tax withholding, incorrect hours worked, etc.]. I believe this may be an error, and I would appreciate your assistance in correcting it.

If you need any additional information or documentation from my side to facilitate this correction, please let me know. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]